



**Student Records Request**

Name of Previous School: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Birthdate: \_\_\_\_\_

This is to clarify that the parent/guardian of the above named student(s) request release if the following information to the school indicated below:

\* **Does the student currently receive McKinney-Vento Services**      YES      NO

\* **Discipline Records**                                 \* **Psychologist and/or Social Workers Reports**

\* **Medical/Health Information**                    \* **Current School Program recommendations**

\* **I.E.P., Evaluations, Test Scores, Grades, Attendance, etc.**             \* **K-3 Reading Plan**

**Please Send Records To:**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Saranac Elementary School</b> | <input type="checkbox"/> <b>Saranac Jr/Sr High School</b>  |
| 250 Pleasant Street                                       | 150 Pleasant Street  |
| Saranac, Michigan 48881                                   | Saranac, Michigan 48881  |
| Ph #: 616-642-1200  | Ph #: 616-642-1100   |
| Fax #: 616-642-1205                                       | email: <a href="mailto:mutschlerman@scs-satff.org">mutschlerman@scs-satff.org</a> or fax: 616-642-1400 |

According to the Final Regulation-Family Educational Rights and Privacy Act (Final Rule in Education Record, Federal Register, June 18, 1976 Vol. 41, No. 118, 24673), it is no longer necessary to obtain written consent to release records between schools. It states that school officials, including parents within the educational institution and officials of other school systems in which the student may intend to enroll, may receive a students' record without written consent for such release.

**Records Requested By:** \_\_\_\_\_ **Date:** \_\_\_\_\_